

## Senate Employment Bulletin

Placement Office Office of the Sergeant at Arms Hart Senate Office Building, Room SH-116 Washington, D.C. 20510. Phone (202) 224-9167 TTY (202) 224-4215

**April 29, 2008** 

The Senate Employment Bulletin is published weekly as a service to Senate offices choosing to advertise staff vacancies. The listing is updated online each Friday evening at www.senate.gov/employment and printed copies are available every Tuesday in the Placement Office.

To apply for advertised positions, please follow the application instructions at the end of each advertisement. Indicate the job referral number associated with each ad and submit a separate resume for every position for which you wish to apply.

The advertisements appearing in the Senate Employment Bulletin do not include all staff vacancies registered with the Placement Office. To be considered for all vacancies, applicants are encouraged to complete the Senate Employment Application Form accessible at www.senate.gov/employment and participate in the walk-in informational interview in the Placement Office. For more information, please consult the Placement Brochure on the Web site or contact the Placement Office at (202) 224-9167.

## The United States Senate is an equal opportunity employer.

042901

**LEGISLATIVE CORRESPONDENT** - Democratic Senator seeks a Legislative Correspondent to handle a wide variety of issues. Responsibilities include responding to constituent mail, assisting Legislative Assistants and meeting with constituent groups. The position requires excellent writing skills, a strong interest in public policy, the ability to handle multiple tasks and good interpersonal skills. Candidates from Maryland strongly preferred. **Please submit cover letter, resume, and a brief writing sample to jobs@mikulski.senate.gov.** 

042902

**LEGISLATIVE ASSISTANT -** Northeastern Independent Democratic Senator seeks Legislative Assistant to handle health and social policy issues including Medicare, Medicaid, CHIP, biomedical research, private health insurance, pharmaceutical, veterans' health, and welfare issues, among others. This LA is responsible for monitoring pending legislation, drafting amendments and bills, meeting with constituents and lobbyists, and preparing briefing material for the Senator for floor presentation, speeches, office meetings, and state events. Law or other advanced degree strongly preferred. Expertise in relevant policy areas, knowledge of Senate Floor procedures, and Hill experience preferred. Individual must possess a broad vision of overriding health care and policy challenges of the 21<sup>st</sup> Century, and an entrepreneurial ability to initiate and develop major projects. Applicants should demonstrate an ability to analyze issues; strong oral and written communication skills; sound political judgment; a commitment to flexibility, cooperation and teamwork; and ease operating under pressure. **Interested candidates should fax cover letter indicating job referral number with resume, and writing sample to (202) 224-9750. Please do not submit resumes by email. No phone inquiries please.** 

Correspondent. Individual manages constituent response mail on Intranet Quorum computer system for the issues of Defense, the War in Iraq, Veterans, Terrorism and Homeland Security, Intelligence, Merchant Marines and Foreign Affairs. Strong writing ability and proficient typing ability a must. This position is a support position for the Legislative Assistant for the aforementioned issues, so an ideal candidate would have an interest in these issues, and occasionally would be called upon to attend office meetings with constituents in these issue areas at the direction of the Legislative Assistant. Training for the Intranet Quorum computer system will be provided. Please e-mail cover letter and resume to senate\_employment@saa.senate.gov indicating job referral number in the subject line.

STAFF ASSISTANT - Maine Republican Senator seeks Staff Assistant. Responsibilities include back-up support for front desk duties including answering phones and giving Capitol tours; coordinating constituent flag flying requests and purchases. This Staff Assistant would also organize hard copies of invitations and enter all invitations into Intranet Quorum computer system; manage autographed photos of the Senator w/constituents; draft brief letters to constituents (i.e. thank you notes); assist DC Scheduler with large group office meetings and photo opportunities. Strong organizational skills, computer skills and typing skills a must. However, training for the Intranet Quorum computer system will be provided. Experience in constituent/customer service is critical as well. Please e-mail cover letter and resume to senate\_employment@saa.senate.gov indicating job referral number in the subject line.

**SENIOR ADVISOR FOR HEALTH POLICY** – Democratic Senator on the Health, Education Labor and Pensions Committee seeks a Senior Advisor on health policy. Applicants should be passionate and creative and have strong writing, organizational and communication skills. Hill, advocacy or related experience required. **Please submit resume and cover letter to seniorhealthhilljob@hotmail.com.** 

PRESS SECRETARY – Midwestern Democratic Progressive Senator seeks experienced Press Secretary for aggressive press shop to coordinate media contact and activities for much of the Senator's home state. In addition to coordinating and helping develop a statewide, media strategy, the Press Secretary will work with the Press Assistant to manage press contacts in 12 media markets including urban, rural, and suburban areas. Day-to-day responsibilities include drafting press releases and statements, managing conference calls and TV satellite time, and proactively reaching out to reporters as well as responding to media inquires on a range of issues. The ideal candidate will be knowledgeable of current legislation and have a thorough understanding of the legislative process. The position requires a team player with outstanding written and oral communication, the ability to find innovative press ideas and opportunities, and the ability to produce quality work under pressure in an extremely fast-paced environment. Interested applicants should send cover letter, resume and 2 page writing sample to Human\_Resources@brown.senate.gov - No calls please.

LEGISLATIVE CORRESPONDENT – Moderate Democratic Senator seeks a Legislative Correspondent to handle constituent mail, meetings, and other tasks relating to the Senator's work on the Armed Services, Foreign Relations, and Intelligence Committees. Candidates must possess proven analytical and writing skills, a strong background in national security issues, and the ability to remain organized in a fast-paced environment. Military experience or relevant graduate studies preferred. Please send resumes to frstaffer@gmail.com. No phone calls please.

042907

- 042908 **ASSISTANT TO THE CHIEF OF STAFF** -- Senior Northeast Democrat seeks highly organized, detail-oriented individual to serve as the Assistant to Chief of Staff. This person serves as scheduler/executive assistant to the Chief of Staff and is responsible for managing the Chief of Staff's communications, schedule and logistics, and answering and routing telephone calls, among other duties. This position also provides select administrative, clerical, and office support to both the Senator's Scheduler and Personal Assistant including, but not limited to: managing and responding to incoming scheduling requests, updating the Senator's address book, and providing back-up assistance for the Senator's private phone line. Applicants must be able to work well in a team environment; exercise discretion and maintain confidentiality; and have strong interpersonal, written, and oral communication skills. This position requires an individual who can work well with VIP's, remain professional at all times, exercise sound and independent judgment, multi-task, and adhere to deadlines. Previous Hill experience and scheduling or executive assistant experience is preferred. Qualified candidates should email cover letter and resume to senatejobs2008@gmail.com. Please put "Assistant to Chief of Staff" in the subject line of the email.
- **PROFESSIONAL STAFF FOR HELP COMMITTEE** Senior Democrat on the HELP Committee is seeking a professional staff member to handle a variety of health issues on the Retirement and Aging Subcommittee. Must be flexible, entrepreneurial and work well under pressure in a fast-paced office. Hill and/or policy experience required. Marylander preferred. **Please email cover letter and resume to jobs@mikulski.senate.gov with "HELP LA" in the subject line.**
- PRESS SECRETARY Republican Committee office seeks Press Secretary to develop and implement a communications strategy in partnership with senior staff. This individual will serve as spokesperson on Committee matters in addition to answering state and national media inquiries, composing press releases, op-ed pieces, media advisories and online newsletters as well as coordinating media interviews and compiling daily press clips. Successful candidate will have excellent research, writing and editing skills while being attentive to changing deadlines and priorities. Familiarity with internet site maintenance is also preferable. Creative applicants with relevant experience are encouraged to apply. Please email cover letter, resume, writing samples, and references to senate\_employment@saa.senate.gov indicating job referral number in the subject line.
- **BUDGET ANALYST** Chairman of Senate Committee seeks Budget Analyst to work on a variety of budget issues. Applicants should be highly motivated and must possess strong quantitative and analytic skills, the ability to meet tight deadlines, excellent written and oral communications skills and initiative. Budget experience at the federal, state or local levels is preferred, especially experience at CBO or OMB. Congressional experience also a plus, as is some familiarity with education programs. **Send resume to: analyst.response@gmail.com or fax to 202 228-2007.**
- O42202 PROFESSIONAL STAFF MEMBER Senior Northeast Democrat is seeking a Legislative Assistant with prior Senate or Hill experience to be responsible for a portfolio of issues including: early child development and education including Head Start, child care and child support, adoption and foster care, poverty issues, youth issues and family and medical leave. This individual will serve as a Professional Staff Member on the subcommittee of jurisdiction. Staff will serve as the lead Democratic negotiator in areas of subcommittee jurisdiction, draft legislative initiatives and amendments, prepare briefing materials, build coalitions, monitor legislation in other committees and work with press, fellows and interns. This office is an equal opportunity employer. Interested candidates should submit resume and cover letter to senatejobs2008@gmail.com. Please put "Professional Staff Member" in the subject line of the email.

STAFF ASSISTANT -The Senate Subcommittee on Immigration, Refugees and Border Security (Majority) seeks a full-time Staff Assistant. The Staff Assistant will provide support to the Chief Counsel and all other Subcommittee staff members. Responsibilities include managing all administrative activities of the office, including hiring, training and managing interns, preparing the staff for committee meetings and hearings, keeping track of schedules, drafting correspondence and memos, and conducting research for Subcommittee staff. In addition, the Staff Assistant will be expected to take on special tasks as assigned. Excellent organizational, administrative, writing, computer and people skills are a must for the position. The office is fast-paced and requires great attention to detail. The ability to work well under pressure is essential. Experience and/or interest in judiciary issues are a plus. The office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or sexual orientation. To apply, please email a cover letter, resume, and short writing sample to senate\_employment@saa.senate.gov indicating job referral number in the subject line.

O42204 PRESS SECRETARY - Senior Democratic Senator seeks Press Secretary to manage and coordinate media contacts and activities for much of the Senator's home state. In addition to coordinating and developing statewide media strategy, the Press Secretary will be responsible for all press contact in several major urban media markets and rural areas, covering dozens of television stations and local newspapers. Day-to-day responsibilities include drafting press releases and statements, managing conference calls, and proactively reaching out to reporters as well as responding to media inquires on a range of issues. This individual must be knowledgeable of current legislative and non-legislative issues and have a thorough understanding of the legislative process and the Senate's organization and procedures. The position requires outstanding oral communication and writing skills, as well as the ability to produce quality work under pressure and in an extremely fast-paced environment. Interested applicants should fax cover letter and resume to senatejobs@gmail.com, ATTN: Press Secretary Job. No calls please.

O42205 STAFF ASSISTANT- Western Democratic Senator seeks a personable, dependable and professional Staff Assistant for a very busy front office. Applicants must be able to handle a fast-paced work environment, have exceptional interpersonal skills, be able to work well in a team environment, and have excellent oral and written communication skills. Western ties a plus. Please email a cover letter and resume to DemSenatorJob@gmail.com.

STAFF ASSISTANT – Progressive Northeast Senator seeking energetic, organized staff assistant to handle front desk responsibilities. Applicant must be able to work in a fast paced environment and be able to perform multiple tasks at the same time. Staff Assistant responsibilities include answering phones, congressional tours, general office organization, and some legislative correspondent duties. Vermont connection preferred. This office is an equal opportunity employer. Please send resume and cover letter to senatevt@gmail.com. No phone calls please.

OUNSEL - Senate Committee (Majority) seeks Counsel. Responsibilities include legislative drafting and other critical legal and procedural matters. Applicants should be highly motivated team players, possess strong analytic and persuasive ability, be able to meet tight deadlines and demonstrate excellent written and oral communications skills. J.D. required: Hill experience strongly preferred. Knowledge of Senate procedure and experience with the budget process a plus. Please e-mail cover letter and resume to senate\_employment@saa.senate.gov indicating job referral number in the subject line.

CONSTITUENT SERVICES REPRESENTATIVE – U.S. Senator Arlen Specter's Pittsburgh Regional Office is seeking candidates for an entry-level Constituent Services Representative position. Primary responsibilities include: processing constituent casework requests; liaising with federal, state and local agencies; representing the Senator at various meetings and events relating to assigned casework areas; and monitoring developments, opinions and concerns of community and constituent groups in assigned casework areas. The position also provides administrative and clerical office support. Ideal candidates will have a Bachelor's degree, possess strong writing and communication skills, and exude a professional demeanor. Applicants should have the ability to multi-task in a fast-paced environment while maintaining attention to detail and meeting strict deadlines. Ties to Pittsburgh are a plus. The position includes federal health and retirement benefits. Applicants should send a cover letter, resume and references to U.S. Senator Arlen Specter, 425 6th Avenue, Suite 1450, Pittsburgh, Pennsylvania 15219, by fax to (412) 644-4871, or by email to bill\_bayer@specter.senate.gov.

041504

SCHEDULING STAFF ASSISTANT – Senator Lieberman's office has an entry-level position opening in May for an individual who is organized and detail-oriented to work as part of scheduling team. Responsibilities will include preparing personal correspondence for Senator's signature, and providing administrative, clerical and office support to the Executive Assistant/Scheduler and Deputy Scheduler. Applicants must be able to work well in a team environment; exercise discretion and maintain confidentiality; have strong interpersonal, written, and oral communication skills; and be proficient working on the computer and with other electronic devices. This position requires an individual who can be diplomatic, work with VIPs, remain professional at all times, exercise sound and independent judgment, prioritize, multi-task, and meet deadlines. Previous congressional work experience, scheduling experience, and past or current residency in Connecticut is a plus. Qualified candidates should fax resume and cover letter indicating "Scheduling Staff Assistant Position" in the subject line to 202-228-0868. No phone calls or walk-ins please.

041505

**ARCHIVIST** – Two senior Senators seek a full-time, experienced Archivist to divide his/her time between each office. Responsibilities will include overseeing office records management, policies, and procedures, maintenance of reference library, and the documentation and preservation of papers, photos, and other historical items. Position requires the ability to work autonomously and experience creating and maintaining databases using Microsoft products such as Sharepoint, Access, and Excel. The ideal candidate will have previous experience working with Congressional records and archival practices, and should have excellent communication skills, an ability to handle multiple tasks, and strong organizational skills. Hours are flexible. **Please e-mail cover letter, resume, and references to senate\_employment@saa.senate.gov indicating job referral number in the subject line.** 

040801

**SENATE SUBCOMMITTEE STAFF DIRECTOR** - Senior Democratic Senator is looking for a seasoned staffer to lead the Subcommittee staff. Prerequisites for the position include: minimum of 5-10 years of Capitol Hill or federal agency experience, policy experience in workforce development, familiarity with labor policy issues, a working knowledge of Senate and HELP Committee and experience teaching and mentoring professional policy staff. **Send resumes to: workforcestaffdirector@gmail.com.** 

**STAFF ASSISTANT** – Senator Kennedy's education policy office of the Committee on Health, Education, Labor and Pensions seeks an energetic, organized Staff Assistant for full-time position. Staff Assistant will provide support to the Chief Education Advisor and seven other senior education staff members. Responsibilities include managing all of the administrative activities of the office, including hiring, training and managing interns, running the front office, and keeping up with mail. Position also requires that the staff assistant keeps organized records for the office and maintains the schedule for staff and all education events for Senator Kennedy. Staff Assistant will also draft letters, speeches and memos, and will be given other responsibilities. Ability to meet deadlines, juggle multiple tasks, and work in a fast-paced environment is a must. Excellent organizational, administrative, writing, computer, and people skills are also a must. This is an excellent opportunity to become part of a motivated team working on behalf of a Senator with proven experience to make a difference in the lives of American families. Experience and/or interest in education issues is a plus, but not necessary. 1-2 years work experience in government, education policy or a related field a must. The office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or sexual orientation. To apply, please fax a cover letter, resume, short writing sample and three references to (202) 228-0924 or e-mail to HELP.Education.SA@gmail.com.

040803

WRITER - Pacific Northwest Democratic Senator seeks Writer to craft creative and thought-provoking speeches, contributed articles, and other written materials when needed. Successful applicant should have an ability to craft messages that resonate with a variety of audiences, have an ability to explain complex policy issues succinctly, have varied writing styles ranging from poignant to intellectual, and take a creative approach to their writing. We are looking for someone who is excited about taking complex legislative and policy issues and understanding what it means to average Americans by writing in a way that is accessible and compelling as well as paints a picture. Writer will work closely with press staff and legislative staff to write floor statements, talking points, speeches, and articles for submission to national and international news organizations. Candidate must posses an ability to meet tight deadlines, work well under pressure, multi task, and have a sense of humor. Hill experience is not necessary, but candidates should have experience writing for others. Salary commensurate with experience. Please submit cover letter, resume, and three writing samples of different styles (for example: speech, opinion piece, talking points, etc) attention Communications Director at MCjobsDC@gmail.com.

040804

**LEGISLATIVE AIDE** - Moderate Democratic Senator has a vacancy for a Legislative Aide in the areas of Armed Services and Foreign Relations, which are two of Senator's primary jurisdictional issues. Chief responsibility will be answering constituent mail. However, staffer also will have substantive duties assisting two busy legislative assistants in the above-mentioned issue areas. Staffer must be able to handle multiple projects simultaneously in a demanding office environment; must have superior written and oral communications skills; and must be able to interface effectively with senior staff and military personnel. Ideal candidate will have some prior Capitol Hill or legislative policy experience. **Please submit resume and cover letter to senate\_employment@saa.senate.gov indicating job referral number in the subject line.** 

040808

SUMMER INTERNS – US Senate Committee on Small Business and Entrepreneurship (Republican office) is seeking college students and recent college graduates for unpaid, full-time internships for the summer 2008 term. Responsibilities to include assisting staff with legislative research, drafting correspondence, administrative duties, assisting with hearings and briefings, compiling daily press clips and assisting with special projects. The ability to multi-task in a fast-paced environment is also appreciated. Applicants should have strong written and verbal skills as well as an interest or background in business and economic development. Please send a cover letter, resume and writing sample to senate\_employment@saa.senate.gov indicating job referral number in the subject line.

LEGISLATIVE ASSISTANT – Northeastern Independent Democratic Senator seeks Legislative Assistant to handle appropriations, transportation, infrastructure, small business, and science & technology policy. This LA is responsible for organizing the Senator's appropriations requests, monitoring pending legislation, drafting amendments and bills, meeting with constituents and lobbyists, and preparing briefing material for the Senator for floor presentation, speeches, office meetings, and state events. Advanced degree strongly preferred. Expertise in appropriations, transportation or small business, knowledge of Senate Floor procedures, and strong Hill experience preferred. Individual must work closely with constituents, town officials, the Senator's state office, and outside interest groups. This position requires strong interest in focusing on state and local matters as well as federal policy issues. Other key attributes include attention to detail, organizational prowess, strong oral and written communication skills, sound political judgment, and the ability to work quickly under pressure. Interested candidates should fax cover letter indicating job referral number with resume, and writing sample to (202) 224-9750. Please do not submit resumes by email. No phone inquiries please.

040810

**HEALTH POLICY STAFF ASSISTANT** – Senator Kennedy's Health Policy office under the Health, Education, Labor and Pensions Committee seeks a full-time staff assistant. The duties of this position include supporting the Director and Deputy Directors for Health Policy as well as several other professional staff and fellows. The staff assistant is responsible for managing the operations of the health policy office, hiring and supervising interns, and assisting in the hiring of permanent staff and fellows. Other responsibilities include drafting letters, memos, and remarks and preparing briefing materials for Senator Kennedy as well as coordinating staffing for all health related events. Excellent management and organizational skills are essential to this position, as is the ability to multi-task. Computer proficiency, experience in an office environment, and prior Hill experience are also valuable. The office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or sexual orientation. **To apply, please email a cover letter, resume and short writing sample to helphealthSA@gmail.com.** 

040103

**RESEARCH ASSISTANT** - The Majority Staff of the Senate Committee on Environment and Public Works is seeking a Research Assistant to assist public works staff on transportation and water issues. Responsibilities will include collecting and organizing project proposal information for inclusion in legislation, research, and assisting with writing policy memos and talking points, and meeting with constituents and other groups. Candidates must be highly organized and have excellent research and writing skills. Familiarity with Excel and attention to detail is a must. Individual must be a college graduate and Hill experience is preferred. **Please submit cover letter and resume to senate\_employment@saa.senate.gov indicating job referral number in the subject line.** 

040104

TRANSPORATION AND APPROPRIATIONS LEGISLATIVE ASSISTANT - Senator Sanders, a member of the Committee on Environment and Public Works and the Subcommittee on Transportation and Infrastructure, seeks senior staff person to handle transportation and infrastructure issues, as well as appropriations work. Applicants should have a very strong command of current transportation and infrastructure policy, and a proven track record of accomplishing legislative goals. The candidate should also be able to demonstrate a working knowledge of the congressional appropriations process. Senate experience on transportation issues is required, and background working with or on the relevant committees is strongly preferred. Vermont connection preferred. The office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or sexual orientation. Please send resume and cover letter to senatevt@gmail.com. No phone calls please.

- O40106 PROFESSIONAL STAFF MEMBER The majority staff of the Homeland Security and Governmental Affairs Committee's Subcommittee on Federal Financial Management, Government Information, Federal Services, and International Security is seeking a Professional Staff Member to handle a number of issues, including federal financial management, federal property management, and preparations for the 2010 decennial census. Candidates should have strong research and writing skills. Hill experience preferred. Please e-mail cover letter and resume to senate\_employment@saa.senate.gov indicating job referral number in the subject line.
- O40107 PRESS SECRETARY Progressive Democratic Senator seeks a Press Secretary to run communications office. The primary responsibilities will be to develop and implement communications strategy and manage the press staff. Also responsible for all press communications, Internet site and message development strategy in cooperation with other senior staff. Relevant experience required. Please send cover letter and resume to senate\_job@yahoo.com.
- WRITER/RESEARCHER Hard-working Writer/Researcher sought by leading Capitol Hill Republican for supporting role in communications office. Successful candidate will be able to demonstrate strong writing, editing, and research skills and an ability to meet tight deadlines in a fast-paced work environment. Primary responsibilities include assisting in the preparation and fact-checking of speeches and articles. College newspaper experience helpful. Strong interest in history and politics and a willingness to take direction and work long hours a must. Please email cover letter and resume to senate\_employment@saa.senate.gov indicating job referral number in the subject line.
- **LEGISLATIVE ASSISTANT** Democratic Senator on the Environment and Public Works Committee seeks staffer to drive energy, environment, and infrastructure issues in a fast-paced office. Ideal candidates will possess 3 to 5 years of Hill experience involving climate change, renewable energy initiatives, and policy related to public works, transportation, and transit. **Please e-mail cover letter and resume to SenStaffOpening@gmail.com.**
- STAFF ASSISTANT Northeast Democrat is seeking a Staff Assistant to coordinate email correspondence. Primary responsibilities will include sorting and managing all incoming email correspondence, attaching responses and routing individual records to appropriate Legislative Correspondents and routing non-legislative requests to appropriate staff. Other responsibilities include updating Legislative Correspondents regarding new email campaigns and letters that need to be written working with Intranet Quorum. The ideal candidate will have excellent organization and communication skills, be a strong team player, be committed to the Senator's office, have an interest and understanding of the legislative process and sense of humor. A background in using Intranet Quorum is a plus. Preference is given to applicants from New Jersey. To apply for the position, please submit a resume, cover letter, and contact information for three references. Fax materials to: (202) 228-1539 or email materials to jobposting4@gmail.com.
- O32502 PRESS ASSISTANT Midwest Democratic Senator seeks Press Assistant for fast-paced communications office. Duties include, but are not limited to, preparing daily clips, drafting press releases, assisting with media events, tracking media coverage, maintaining the office's archiving process, and performing general press office support. Candidates must be able to work quickly, accurately and creatively in a high pressure environment, under tight deadlines. Candidates must also possess excellent writing and editing skills and a team mentality. Prior Hill or campaign press experience is a plus, but not required. Please email cover letter, resume, and two writing samples to: pressassistant07@gmail.com.

032503 RADIO PRODUCER—Senate Republican Leadership office seeks highly organized individual with computer and video editing experience. Work involves participating in the daily duties of Broadcast Technicians to ensure professional Radio coverage. This position requires scheduling daily assignments, working closely with new employees and interns. The employee has frequent contact with Senators, Senate staff and press secretaries to receive information about their needs and facilitate their technical requirements. Work is performed according to established department polices and procedures and is performed under the general supervision of the Radio Services Director. Salary commensurate with experience. This is an early/mid career position with 2 - 4 years of post- graduate experience desired. Please email a cover letter, resume, and references to resumes@src.senate.gov indicating job referral number and Radio Producer in the subject line.

032505 **ASSISTANT TO THE CHIEF OF STAFF** – Senator Lieberman's office has an entry-level position opening for an individual who is organized and detail-oriented to work as scheduler/executive assistant to the Chief of Staff. This position also provides select administrative, clerical, and office support to the Legislative Director, as well as the legislative and scheduling staff. Specific responsibilities include collecting, organizing, and compiling the Senator's nightly briefing book; coordinating and executing special events and projects for the Senator and the COS; preparing, editing, and tracking different types of written correspondence; and coordinating the COS' incoming and outgoing phone calls. Applicants must be able to work well in a team environment; exercise discretion and maintain confidentiality; have strong interpersonal, written, and oral communication skills; be proficient working on the computer and with other technological devices; and experience working with electronic lists. This position requires an individual who can be diplomatic, work with VIPs, remain professional at all times, exercise sound and independent judgment, prioritize, multi-task, and meet deadlines. Previous congressional work experience and scheduling or executive assistant experience is preferred. Prior or current residency in Connecticut strongly preferred. Qualified candidates should fax resume and cover letter indicating "Assistant to the Chief of Staff Position" in the subject line to 202-228-0868. No phone calls or walk-ins please.

PRESS SECRETARY - Northeastern Republican Senator is seeking an experienced Press Secretary. Duties include assisting the Communications Director with local and national press in daily media relations activities, assisting with writing and distributing press releases, working closely with state media and assisting with media list management. Duties also entail ensuring the website is up to date, involvement with electronic communications and assisting with a weekly column and op eds. Candidates must possess strong writing skills, and the ability to identify media opportunities while managing multiple issues and tight deadlines. Previous media relations and Capitol Hill experience is required. Please fax resume to 202-228-0476. No phone calls.

LEGISLATIVE AIDE – Republican Senator on the Environment and Public Works Committee is seeking a Legislative Aide to provide support to the legislative director and legislative assistants on environment, transportation, energy, agriculture, health care and education issues. Responsibilities include constituent meetings, tracking legislation, managing the legislative process, and conducting research. Individual must be a college graduate with at least two years of relevant professional work experience or graduate school. Candidate must possess excellent research and writing skills, and must be a self-starter who consistently shows initiative. Salary commensurate with experience. Please e-mail resume, writing sample and cover letter to senate\_employment@saa.senate.gov indicating job referral number in the subject line.

COUNSEL – Senior Democratic Senator is looking for a proactive, knowledgeable counsel to work on Judiciary Subcommittee staff. Responsibilities to include developing, monitoring and managing legislation, preparing for hearings, and advising in matters related to immigration and border security. Candidates must possess no less than two years of substantive legal and related policy experience, excellent research and writing skills, and strong analytical and communication skills. Must also have a sense of humor, be a team player, and able to work well under pressure and with quick deadlines. Hill experience preferred; Senate or Committee experience is a plus. J.D. is required; please no recent graduates. Please e-mail resume and cover letter for consideration to jud.counsel@gmail.com.

031106

SUMMER LAW CLERKS - Senior Democratic Senator is seeking two candidates for unpaid, full-time summer law clerkship in Senate Judiciary Subcommittee office. The Subcommittee staff advises the Senator in areas related to terrorism, criminal and civil law, civil rights, privacy, intellectual property, and immigration, as well as judicial nominations. Law clerks assist the Subcommittee staff legislative and oversight responsibilities and engage in a range of activities, including, but not limited to, attending hearings, legal research, and drafting briefing memos for the Senator. Some general office support is also required. Clerkship is for law students only. Ideal candidates are rising 2L or 3L law students interested in government and public interest law, learning about the legislative process, have excellent writing and research skills, and the ability to work independently as well as part of a team. Strong personal skills and a good sense of humor are musts. Please e-mail resume, cover letter including start and end dates, and short legal writing sample for consideration to jud.law.clerk@gmail.com.

031113

SUMMER PRESS INTERNS —Senator Charles E. Schumer's press office seeks full-time, unpaid summer interns in Washington, DC. Part-time interns will also be considered but candidates with full-time availability will be given preference. Responsibilities include compiling press clips, answering reporter inquiries, organizing press conferences, writing press releases and memos, conducting research and assisting the Communications Director with day-to-day operations of a very active press office. Applicants must work well under pressure, have excellent written and oral communications skills and a desire to learn. Previous experience in politics and press are not required but candidates should have a general understanding of governmental process, knowledge of the Northeast, and interest in communications. If interested, please send Cover letter, Resume and References via email to SchumerPressInternship@gmail.com or fax to (202) 228-1218.

030404

STAFF ASSISTANT - Democratic Senator seeks a personable, dependable and professional Staff Assistant for a front office/mailroom position. Applicants must be able to work well in a team environment, have exceptional interpersonal skills, and have excellent oral and written communication skills. Responsibilities include greeting visitors, answering multi-line phones, responding to constituent requests for various tours, supervising interns, sorting incoming mail and data-entry. A Montana connection is required. Please e-mail cover letter and resume to senate\_employment@saa.senate.gov indicating job referral number in the subject line.

030405

**LEGISLATIVE ASSISTANT** - Moderate Democratic Senator seeks experienced environmental Legislative Assistant to manage active environmental agenda. Applicants should have considerable knowledge of climate change legislation, the Clean Air Act, and clean energy and at least 5 years of related experience. **Please submit cover letter and resume to envirola2008@gmail.com.** 

- COMMUNICATIONS DIRECTOR-Senior NE Democrat seeks an experienced Communications Director. The ideal candidate will be a disciplined communications veteran with at least seven years press/PR experience. Capitol Hill and campaign experience a major plus. The Communications Director must be a creative and strategic thinker with strong writing and planning skills. The primary responsibilities will be to develop and implement a long-term communications strategy and manage the press operation, including responsibility for all press communications, internet site, speechwriting and message development strategy in cooperation with other senior staff. This office is an equal opportunity employer. Salary based on experience. Interested candidates should submit cover letter and resume to senatejobs2008@gmail.com.
- LEGISLATIVE DIRECTOR Republican Senator seeks Legislative Director to manage active legislative staff/agenda. Successful candidate will have a minimum of five years Hill experience as an LD or senior Legislative Assistant; excellent analytical, writing, organizational and managerial skills; and ability to exercise independent judgment. Fax resume and two writing samples to Chief of Staff at 202-228-1071 or email at senlegdir@yahoo.com.
- SUMMER INTERNS Senator Jon Tester's office seeks full-time interns for his Washington D.C. office. Intern responsibilities include but are not limited to: researching legislative issues, attending hearings, preparing follow up memos, assisting with constituent services, and administrative duties. Applicants must be motivated, hard working and with good communication skills. These unpaid internships are a great introduction to Capitol Hill. To apply, please submit a completed application form (available on tester.senate.gov), a cover letter, current resume, three letters of recommendations and a writing sample via fax to (202) 224-8594.
- **LEGISLATIVE ASSISTANT** Active Democratic Senator seeks experienced Legislative Assistant to handle energy, environment and water resources issues. Applicants should have a solid background in these areas and at least five years of related experience. Capitol Hill experience is strongly preferred. **Please send resume and cover letter to Senate.EnergyLA@gmail.com.**
- REPUBLICAN SENATE COMMITTEE OFFICE ADMINISTRATOR Responsibilities include but are not limited to: acts as the Staff Director's confidential assistant and doorkeeper, assists the Staff Director/Senior Staff in their performance of Committee administrative functions; drafts and edits legislative correspondence; manages the daily, weekly and monthly schedules for senior staff; assists and handles general receptionist responsibilities; and acts as liaison with other Senate service offices and Committees. Individual should employ discretion and confidentiality in handling sensitive Committee matters. Qualified candidates must be detail-oriented, extremely organized with strong writing and editing skills, possess the ability to handle multiple tasks in a fast-paced environment, and work well with others in a team setting. Preference will be given to applicants with prior Congressional experience, or prior relevant scheduling or executive assistant experience. Salary negotiable based on experience. Please submit cover letter, resume, two writing samples, and references to senate\_employment@saa.senate.gov indicating job referral number in the subject line.
- INVESTIGATORS The Ad Hoc Subcommittee on Disaster Recovery, Majority Staff, is seeking to hire a lead and assistant Investigator to assist with the Subcommittee's bipartisan investigation into the Federal Emergency Management Agency's administration of its disaster housing programs. Desired qualifications include previous investigative experience and a willingness to travel for extended periods of time. Legal training is preferred. Positions are temporary and will exist only during the pendency of this investigation (generally 7-9 months). Please submit cover letter and resume to senate\_employment@saa.senate.gov indicating job referral number in the subject line.

SENIOR POLICY ADVISOR FOR NORTHWEST SENATOR – Democratic Senator from Pacific Northwest seeks a Senior Policy Advisor to drive a comprehensive workforce development, education and labor agenda. Ensuring that American citizens and businesses are ready to compete effectively in the global marketplace is one of the most important issues facing our nation today. Policy Advisor will be responsible for a broad legislative portfolio including labor, education, workforce development, immigration and trade-related issues. Looking for new ideas and new approaches which can be transformative; this is one of the top priorities for the Senator. Candidates must be able to develop strategy and advance legislative initiatives, thrive in a fast-paced, collaborative work environment, and command strong written and oral communication skills. Salary for the position will be commensurate with candidate's experience. Please e-mail resume and cover letter to senate\_employment@saa.senate.gov indicating job referral number in the subject line.

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- INTERNS Senator Kennedy's Health Policy Office for the Health, Education, Labor and Pensions Committee seeks college students or recent college graduates for unpaid full or part-time internships starting immediately and also for Summer 2008. Responsibilities include a range of administrative and legislative work such as letter writing, administrative duties, attending hearings and briefings, and assisting with writing and research for staff members, as well as special projects. This is an exciting opportunity to gain Hill experience and a valuable insight into legislative procedure in an office that handles a wide range of issues. Applicants should have strong written and verbal skills, and be able to multi-task in a fast-paced environment. In addition, an interest in health policy is recommended. Those interested should send a cover letter and resume to helphealthintern@gmail.com.
- LEGISLATIVE ASSISTANT Republican Senator from a large energy producing state seeks a Legislative Assistant to cover energy and environmental issues. Previous Capitol Hill experience strongly preferred. The candidate must be able to initiate and implement multiple projects and meet deadlines in a fast-paced office atmosphere. Strong communication and writing skills are required. Cover letter and resume should be faxed to the Legislative Director at 202-224-5220.
- DEPUTY SCHEDULER Democratic Senator seeking proactive, resourceful, detail-oriented person with strong writing skills to fill Deputy Scheduler position. The DS works closely with the Executive Scheduler as well as legislative, press and State staff members. DS will assist in maintaining the Senator's daily and long-range schedules, including organizing and investigating invitations and requests for the Senator, developing prioritized recommendations with staff input, and following up with timely RSVPs or regrets. DS also assists in collecting, organizing and delivering Senator's daily briefing materials, as well as coordinating Senator's incoming and outgoing phone calls. DS also prepares, edits and tracks Senator's outgoing written correspondence. DS will coordinate and execute special events and projects for the Senator. Ideal candidate will have minimum of one year experience in an administrative or other similar role, preferably on Capitol Hill. Candidate must also have excellent writing skills, discretion and the ability to think and react quickly to challenging situations. Flexible work hours required when Senate is in session. Ability to occasionally drive Senator to local events in DC a plus. Salary is commensurate with experience. Please send resumes to senatedemds@gmail.com.

DEPUTY PRESS SECRETARY - Southeastern Republican Senator is seeking a Deputy Press Secretary. Candidates should have excellent written and verbal communication skills, be highly organized and have experience with talking to reporters and bookers. The ability to multitask on a deadline is important as daily duties will include writing press releases, scheduling interviews and answering press inquiries. Emphasis will be placed on writing skills, and Hill press experience is strongly preferred. Position will likely include occasional travel to state to coordinate media events. Candidates should also have a positive outlook, cheerful disposition and ability to work well in a team environment. This is a great opportunity for current Hill staffers ready to take the next step in the political communications world. Please send cover

011505 BUDGET LA - Senior Northeast Democrat is seeking a Legislative Assistant with prior Senate or Hill experience to be responsible for a portfolio of issues including: budget, tax, small business, trade, economy, insurance, Social Security and pensions/retirement security. This individual will monitor legislation and the federal budget processes, prepare briefing materials and draft amendments and legislative initiatives. This office is an equal opportunity employer. Interested candidates should submit resume and cover letter to BudgetLegAsst@aol.com or fax to 202-224-4477.

letter, resume and writing sample to deputypressopening@gmail.com.

ondividuals to assist visitors both in and around the Capitol. Responsibilities include, but are not limited to: giving tours and interpreting museum rooms indoors, as well as giving information and controlling building admittance outdoors. Qualified applicants must be able to deal effectively with the public and have excellent oral communication skills. Candidates should have a working knowledge of American history and government. An interest in art and political science is preferred. These are temporary Spring and Summer positions. Please fax resume and cover letter indicating job referral number to (202) 228-3830.

COMMUNICATIONS DIRECTOR – Western Republican Senator seeks dynamic experienced communications professional to act as senior communications advisor. This individual will serve as the Senator's spokesperson and will work closely with the Senator, Chief of Staff, and Legislative Director to develop a comprehensive, long-term communications plan; act as liaison with state and national media; write op-ed pieces, press releases, and direct mail pieces; tape, edit and coordinate television satellite feeds, and plan State press events. This position requires good organizational, writing and strategic planning skills, along with the ability to be flexible and take initiative. Ideal candidates will have at least five years experience in public relations, and Capitol Hill experience is strongly preferred. Please email cover letter, resume, writing samples, and references to senate\_employment@saa.senate.gov indicating job referral number in the subject line.